



Student Parent Handbook

Revised 07/15

Superintendent's Message

Dear CSB Students and Families:

Welcome to the 2015-2016 school year. The CSB community is excited to be working with each student and his or her family. We look forward to a productive and successful school year. Open communication between students, families, teaching staff, residential staff, and CSB's administrative team is key to ensuring positive educational outcomes. This handbook has been revised and updated to assist in a strong partnership between home and school.

The Student/Parent Handbook contains valuable information about school calendar, transportation, school rules, and school policies. We hope that the information included will help to guide you when there are questions or concerns. Our staff has worked hard to compile this information in a user-friendly manner, and we hope that it is useful, allowing for clear and open communication.



As always, we welcome feedback. Please contact me if you have additional thoughts or ideas for the handbook. I look forward to a wonderful school year with many exciting programs. We value your support and encourage a strong partnership. We all make a difference in our students' lives.

Kind Regards,

Handwritten signature of Sharon Z. Sacks in blue ink.

Dr. Sharon Z. Sacks
Superintendent

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In Case of Emergency

In an emergency situation

During an emergency response, school personnel will notify parents by phone, email or texting as soon as it is safe to do so.

It is important to follow the instructions for everyone's safety and the effective operation of the emergency response personnel. In case of a lockdown, law enforcement officials may be in charge of the response and may set up a location where parents can meet their children.

During any emergency, parents' communication with school personnel is important in ensuring that all children are accounted for. Please do not take children out of evacuation areas without the permission of school personnel or law enforcement. After the initial response during which staff will ensure that all students have been located, a parents center will be established where parents can meet and sign out their children. This procedure may take time. Parent cooperation is crucial during this process.

For questions, please contact your principal or dorm supervisor.

The rules you are about to read in this handbook are in addition to our broad discretionary authority to maintain safety, order and discipline inside the school zone as covered in California Education Codes. These codes support, but do not limit, our authority.

Mission, Vision, and Core Values

Mission Statement

The California School for the Blind provides intensive, disability-specific educational services to students who have primary learning needs related to their visual impairment. The school serves as a statewide resource to provide expertise to Local Educational Agencies (LEAs) and families in evidenced-based assessment, specialized curriculum, cutting-edge research and technology, and innovative models of instruction that prepare students for adult life.

Vision

In partnership with Local Education Agencies (LEAs), families, students, and community constituents, the California School for the Blind strives to create an atmosphere where high expectations, leadership, thoughtful decision-making, and mutual respect between staff and students is valued to ensure positive outcomes for academic and life skills success in a technologically-advanced society.

Core Values

The California School for the Blind community believes:

- All students with visual impairments or those who are deafblind need to be given the skills necessary to reach their highest potential academically and socially whether through high school graduation or through the acquisition of functional life skills.
- Students need to be exposed to and participate in a wide range of experiential learning opportunities to maximize the potential for academic competence and independence.
- Respect and equity for all individuals in on-campus and in outreach programs supports an atmosphere of empowerment, advocacy, and life-long learning.
- Students deserve an educational environment that maintains high expectations for student performance at all times.
- Students deserve on-going opportunities to prepare for adult life through specialized instruction in vocational educational education and training, independent living skills, assistive technology, and social skills.
- Students deserve highly trained and certified professionals who are life-long learners and seek to promote excellence and innovation in every aspect of their work.

School Calendar

AUGUST

24 Monday Parent Orientation Day

SEPTEMBER

7 Monday Labor Day–**School NOT IN SESSION**
(Students Return PM)
8 Tuesday Classes Resume
18 Friday Minimum Day – dismissal at 12:30 p.m.

OCTOBER

1 Thursday Minimum Day – dismissal at 1:45 p.m.
2 Friday Staff Development Day - **School NOT IN SESSION**
12 Monday School Holiday - **School NOT IN SESSION**
(Students Return PM)
13 Tuesday Classes Resume
30 Friday Minimum Day – dismissal at 12:30 p.m.

NOVEMBER

11 Wednesday Veteran's Day - **School IN SESSION**
23-27 Monday-Friday Thanksgiving Break – **School NOT IN SESSION**
29 Sunday Students Return PM
30 Monday Classes Resume

DECEMBER

4 Friday Minimum Day – dismissal at 12:30 p.m.
21-31 Winter Break – **School NOT IN SESSION**

JANUARY

1 Winter Break – **School NOT IN SESSION**
3 Sunday Students Return PM
4 Monday Classes Resume
18 Monday MLK Jr. Day – **School NOT IN SESSION**
(Students Return PM)
19 Tuesday Classes Resume
29 Friday Minimum Day – dismissal at 12:30 p.m.

FEBRUARY

11	Thursday	Early Dismissal at 1:45 p.m.
12	Friday	Staff Development Day – School NOT IN SESSION
15	Monday	President’s Day – School NOT IN SESSION (Students Return PM)
16	Tuesday	Classes Resume

MARCH

3	Thursday	Early Dismissal at 1:45 p.m.
4	Friday	School Holiday - School NOT IN SESSION
11	Friday	Minimum Day – dismissal at 12:30 p.m.
28-31	Monday – Thursday	Spring Break – School NOT IN SESSION

APRIL

1	Friday	Spring Break – School NOT IN SESSION
3	Sunday	Students Return PM
4	Monday	Classes Resume
22	Friday	Minimum Day – dismissal at 12:30 p.m.

MAY

26	Thursday	Early Dismissal at 1:45 p.m.
27	Friday	Staff Development Day - School NOT IN SESSION
30	Monday	Memorial Day – School NOT IN SESSION (Students Return PM)
31	Tuesday	Classes Resume

JUNE

3	Friday	Last Day of School
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School Directory

California School for the Blind, 500 Walnut Avenue, Fremont, CA 94536
Phone: 510-794-3800 Fax: 510-794-3993 Website: www.csb-cde.ca.gov

ADMINISTRATION

Sharon Sacks – Superintendent	ssacks@csb-cde.ca.gov	x201
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RESIDENTIAL

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DORMS

Westridgex306
Southridgex296
Northridgex302

Attendance Policy

California Education Code 48200 provides for compulsory full-time education. Regular, full-time attendance at CSB directly supports the individual education plan for each enrolled student.

Explanation of Terms

Absent

When a student is out of school, they are considered absent. Absences impact apportionment payments as noted in the education code. (EC48205)

Excused Absences

The following is a partial list of excused absences: (EC48205)

- Personal illness
- Medical, dental, optometric, or chiropractic appointments
 - appointments should be made after school or on the weekend
 - CSB may request a note from medical/dental office when an appointment occurs during school hours.
- Attendance at funeral services
- Appearances in court or jury duty
- Observation of a personal religious holiday
- DMV or Social Security Administration appointments

Additionally, school authorities may excuse any students in grades 7 to 12 from the school for the purpose of obtaining medical services without the consent of the students' parent/guardian. (EC 46010.1)

Unexcused Absences

If the reason for an absence does not satisfy the Education Code, the absence is considered unexcused. Parents/guardians may not keep students home to babysit, run

errands, or for any non-emergency family business. Such absences are unexcused. (EC 49067)

Excessive Absences

CSB considers absenteeism excessive when it interferes with a student's academic performance. Repeated excused and unexcused absences as well as tardiness may be deemed "excessive."

Tardy

The school day begins at 8:30am. Students are expected to be in their classroom and preparing for their day by this time. Students arriving after 8:45am will be considered tardy.

Truancy

CSB views truancy as a very serious offense. The school is responsible for the safety and welfare of students. When a student cannot be found, this is a serious safety concern. Consequences for truancy are determined based on the California Department of Education truancy policies.

Attendance Policies

CSB will share attendance information with the student's Local Educational Agency (LEA). Excessive absenteeism and/or tardiness may result in a referral to the county, local, or state School Attendance Review Board (SARB). (EC 48260)

Late Arrival

Students arriving late to school, after 8:45am, are considered tardy and need to report to the attendance office, in the education building, before going to class. The late arrival will be documented and the student will be given a pass to return to the classroom. Students arriving late, without a pass, will be redirected to the attendance office.

Taking Students Out of School

All students are expected to remain at school for the entire day. If a student must leave campus, a parent/guardian or previously designated appointee are expected to:

- Contact the department office ahead of time
- Sign out the student in the school's Administration office
- Return the student to school

Students over 18, who are not conserved, may follow the steps outlined above.

Reporting an Absence

If a student will be missing school, the classroom teacher and education department office 510-794-3832 should be informed, in writing, prior to the day of the absence.

If the absence is not prearranged, parents/guardians/adult students are to call the education department office at 510-794-3832 before 8:30 a.m.

Upon returning to school, the student needs to bring a written note that includes:

1. the date(s),
2. reason(s) for absence
3. a parent's signature

Physician verification, in writing may be requested.

BELL SCHEDULE

School Day Schedule

Monday – Thursday

Period 1	8:30 – 9:25
Period 2	9:30 – 10:10
Recess	10:15 – 10:35
Period 3	10:40 – 11:20
Period 4	11:25 – 12:05
Lunch	12:10 – 12:50
Period 5	12:55 – 1:35
Period 6	1:40 – 2:20
Period 7	2:25 – 3:05

Friday – School ends at 1:45



BULLYING POLICY AND PREVENTION

The California School for the Blind believes that all students have a right to a safe and healthy school environment. The district, schools, and community have an obligation to promote mutual respect, tolerance, and acceptance.

The California School for the Blind will not tolerate behavior that infringes on the safety of any student. A student shall not intimidate, harass, or bully another student through words or actions. Such behavior includes: direct physical contact, such as hitting or shoving; verbal assaults, such as teasing or name-calling; and social isolation or manipulation.

The California School for the Blind expects students and/or staff to immediately report incidents of bullying to the principal or designee. Staff who witness such acts take immediate steps to intervene when safe to do so. Each complaint of bullying should be promptly investigated. This policy applies to students on school grounds, while traveling to and from school or a school-sponsored activity, during the lunch period, whether on or off campus, and during a school-sponsored activity.

To ensure bullying does not occur on school campuses, the California School for the Blind provides staff development training in bullying prevention and cultivate acceptance and understanding in all students and staff to build each school's capacity to maintain a safe and healthy learning environment

Teachers should discuss this policy with their students in age-appropriate ways and should assure them that they need not endure any form of bullying. Students who bully are in violation of this policy and are subject to disciplinary action up to and including expulsion.

The California School for the Blind has adopted a Student Code of Conduct to be followed by every student while on school grounds, or when traveling to and from school or a school-sponsored activity, and during lunch period, whether on or off campus.

The Student Code of Conduct includes, but is not limited to:

- Any student who engages in bullying may be subject to disciplinary action up to and including expulsion.
- Students are expected to immediately report incidents of bullying to the principal or designee.
- Students can rely on staff to promptly investigate each complaint of bullying in a thorough and confidential manner.
- If the complainant student or the parent of the student feels that appropriate resolution of the investigation or complaint has not been reached, the student or the parent of the student should contact the principal or the Office of Student Services. The school system prohibits retaliatory behavior against any complainant or any participant in the complaint process.

The procedures for intervening in bullying behavior include, but are not limited, to the following:

- All staff, students and their parents will receive a summary of this policy prohibiting intimidation and bullying: at the beginning of the school year, as part of the student handbook and/or information packet, as part of new

student orientation, and as part of the school system's notification to parents.

- The school will make reasonable efforts to keep a report of bullying and the results of investigation confidential.
- Staff who witness acts of bullying shall take immediate steps to intervene when safe to do so. People witnessing or experiencing bullying are strongly encouraged to report the incident; such reporting will not reflect on the target or witnesses in any way.



CONFLICT RESOLUTION POLICY

The California School for the Blind believes that all students have a right to a safe and healthy school environment. Part of a healthy environment is the freedom to openly disagree. With this freedom comes the responsibility to discuss and resolve disagreements with respect for the rights and opinions of others.

To prevent conflict, the California School for the Blind will incorporate conflict resolution education and problem solving techniques into the curriculum and campus programs. This is an important step in promoting respect and acceptance, developing new ways of communicating, understanding, and accepting differing values and cultures within the school community and helps ensure a safe and healthy learning environment

The California School for the Blind will provide training to develop the knowledge, attitudes, and skills students need to choose alternatives to self-destructive, violent behavior and dissolve interpersonal and intergroup conflict. Each school will adopt a Student Code of Conduct to be followed by every student while on school grounds, when traveling to and from school or a school-sponsored activity, and during lunch period, whether on or off campus.

The Student Code of Conduct includes, but is not limited to, the following:

Students are to resolve their disputes without resorting to violence.

Students, especially those trained in conflict resolution and peer mediation, are encouraged to help fellow students resolve problems peaceably.

Students can rely on staff trained in conflict resolution and peer mediation strategies to

intervene in any dispute likely to result in violence.

Students needing help in resolving a disagreement, or students observing conflict may contact an adult or peer mediators (give location where listing of designated staff and students is posted).

Students involved in a dispute will be referred to a conflict resolution or peer mediation session with trained adult or peer mediators. Staff and mediators will keep the discussions confidential.

Conflict resolution procedures shall not supplant the authority of staff to act to prevent violence, ensure campus safety, maintain order, and discipline students.

DATING POLICY AND RELATIONSHIPS ON CAMPUS

CSB understands that dating and relationships are a normal part of adolescence and maturing socially. We encourage and support the healthy formation of relationships among our students. CSB is responsible for the safety and wellbeing of all of its students, and therefore, CSB reserves the right to monitor student behavior, and to intervene in situations where student relationships affect residential life and school goals. CSB will respect parent wishes regarding students, will respect the individual rights of adult students, and will refrain from making personal value judgments regarding students and their choices. CSB will also act in accordance with state law regarding child and sexual abuse reporting, will carefully monitor relationships among students of widely different ages, and will refer questions about dating to families, parents and guardians.

PUBLIC DISPLAY OF AFFECTION

Regardless of age, caring for others and showing affection are important parts of life. However, obvious public displays of affection between two people that may cause discomfort or embarrassment to others are better expressed in private.

Public displays of affection are not appropriate in a school setting. This includes before or after school programs, including Residential, as well as off-campus activities or Athletic events. While there is nothing wrong with a simple show of affection such as a short hug, displays of affection such as kissing, caressing, petting, and prolonged physical contact in a school setting are not acceptable behavior. Violators are subject to disciplinary actions.

Sexual activity by and among students is not permitted on campus.

Dress Code Policy

Students at CSB participate in learning activities inside the classroom, outdoors, and off-campus in the community. In any given week, activities can range from swimming in the pool, gardening, or performing in a concert.

Educators assist students in making clothing choices based on the environment, the activity, and the image they wish to portray about themselves.

While students are given the freedom to make informed clothing choices, there are instances where staff is asked to intervene. For example, student clothing choices

MUST:

- Support physical safety
- Properly represent the image of CSB
- Reflect local law enforcement guidelines
- Support a positive, distraction-free learning environment

CSB asks that parents talk to their child about clothing choices and send their child with appropriate options.

Students are expected to dress in a manner that reflects their scheduled school activities.

Generally, clothes must:

- Smell clean (No heavy perfumes or sprays, no smell of mold)
- Look clean (No stains, shredding, falling apart, tears)
- Reflect coverage appropriate for weather conditions
- Reflect the age of the students
- Reflect appropriateness for the educational setting

Shoes must be:

- Worn at all times
- Supportive of foot and ankle during physical activities
- Appropriately sized
- Reflect the activity
- **NO** flip flops

Proper fit:

- Undergarments must be completely covered
- Straps on shoulders must be at least 2 fingers wide (or covered by another article of clothing)
- Shirts and blouses for female students should not show cleavage
- Pants must be high enough on hips to touch bottom of the fist when fists are resting on natural waist
- Skirts, shorts, etc... must be longer than the tips of the fingers when hands are held at sides
- Midriffs should not be exposed

Appearance:

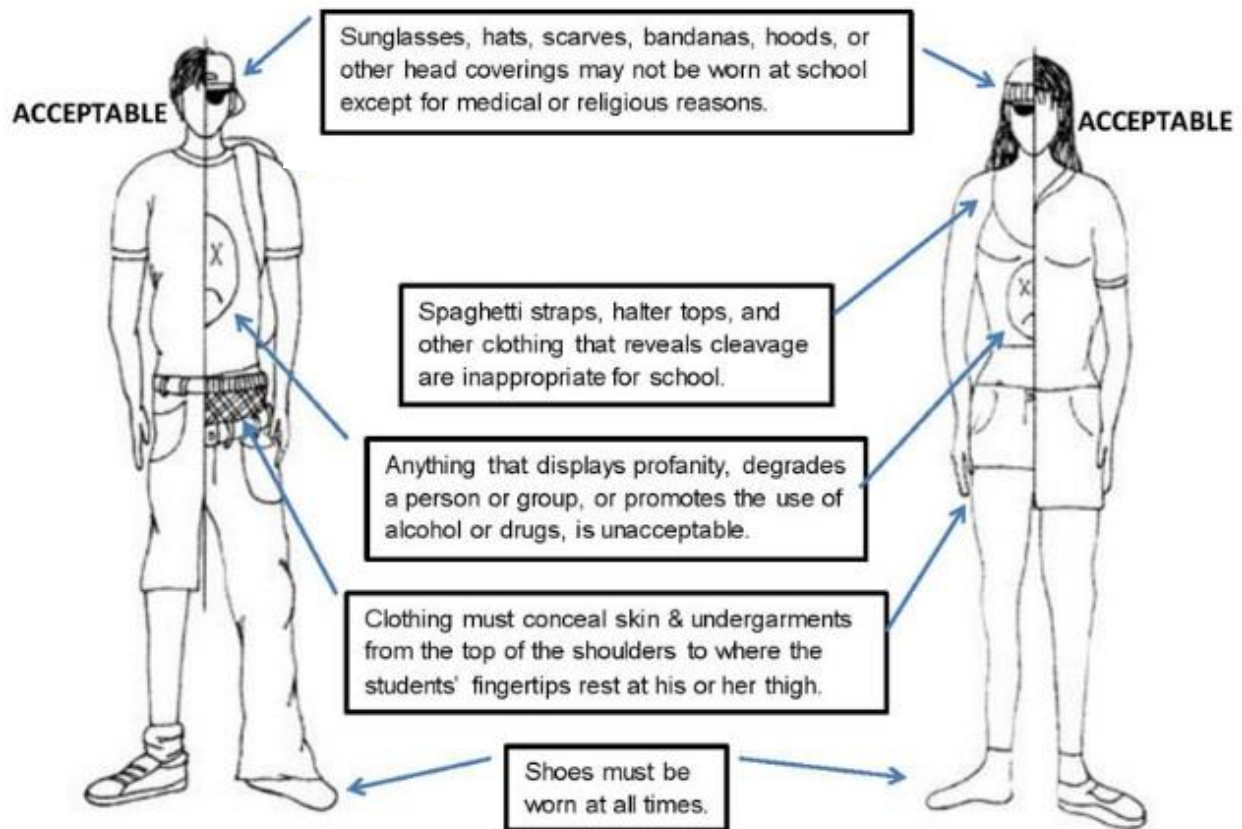
- Any article of clothing that has religious, racial or ethnic symbols that are offensive are prohibited
- **MUST NOT** reflect gang-related associations (as outlined by Fremont police)
- Free from offensive or inappropriate language or symbols
- No apparel which depicts drugs, alcohol, weapons, violence

Students who violate the dress code will be required to change clothing. Parents may be contacted and/or disciplinary action taken if multiple violations occur.

Students are not allowed to wear hats/caps at school, unless specifically recommended due to their eye conditions.

DRESS CODE

Unacceptable



EQUAL OPPORTUNITY

The policy of the California Department of Education is to provide equal opportunity in education for all students, and to prohibit discrimination based on race, sex, color, religion, age, ancestry, national origin, or handicap. The lack of English skills will not be a barrier to admission and/or participation in any of the educational programs conducted by the California Department of Education. This policy is applicable to all students in attendance in the programs of the State Special School and Services Division.

The California School for the Blind adheres to this policy in compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.

This nondiscrimination policy covers admission and access to all State Special Schools and Services Division programs and activities.

Inquiries regarding the equal opportunity policies may be directed to:

Office of Equal Opportunity
1430 N Street, Room 4206
Sacramento, CA 95814
916-445-9174



PARENT ORGANIZATIONS

Parents and Friends Association

CSB's Parents and Friends Association is committed to promoting closer relationships among parents and to enhance educational and after school opportunities for students. Through general membership meetings, the Parents and Friends Association provides a forum for dealing with issues that may affect the school and provides many fund-raising activities. In addition, the Parents and Friends Association provides parents with the opportunities to meet and discuss issues relating to raising a visually impaired child. All parents are encouraged to participate. This association meets throughout the school year. Refer to quarterly publications for scheduled meeting dates and further information.

California School for the Blind Education Foundation (CSBEF)

The California School for the Blind Education Foundation (CSBEF) received IRS recognition as a California not-for-profit organization in 2012. The purposes of the foundation are "the solicitation and receipt of gifts, grants, bequests, and contributions from individuals, groups, corporations and such other sources, public and private, and the use of such funds to assist and support financially and otherwise the California School for the Blind and programs for visually impaired/blind students within the State of California; to supplement and not supplant monies provided by the State of California to the California School for the Blind; and to engage in any and all activities which advance the education of visually impaired/blind students of the State of California."

The foundation has made grants on behalf of CSB and its students beginning in 2012.

CAC

The Community Advisory Committee (CAC) is an organization of parents, CSB staff, and community members who play an important role in an advisory capacity to the school. This committee meets throughout the school year. All parents are encouraged to participate. For parents unable to attend these meetings, minutes are available. Refer to quarterly publications for scheduled meeting dates.

PARENTS RIGHTS AND RESPONSIBILITIES

Introduction: The CSB staff welcomes parent/guardian involvement in their child's educational, residential and extra-curricular programs. Students experience increased academic achievement and more success in all aspects of their lives if there is a mutually supportive and respectful parent-school partnership.

Communication will increase when families observe classes, visit dormitories, meet with staff and become involved in activities.

Students feel a heightened sense of pride when their families take an interest in their lives. There are numerous ways families can become involved with the instructional and residential programs or participate in volunteer opportunities at the school.

As a parent/guardian of a child involved in the special education program provided by the State Special Schools, you and your child have specific rights and responsibilities regarding access to information, providing information, and making decisions about your child's education.

When you have a concern, it is important that you contact your child's teacher or administrators. This informal conversation solves the problem and helps maintain open communication. This document summarizes your further rights. For a more complete account, please refer to the document titled, *A Parental Rights and Procedural Safeguards for Special Education Students with*

Disabilities, which your child's school will provide.

Right to Receive Notice: When the SSS either proposes a change or refuses to indicate a change in your student's identification, assessment, educational program or placement, you have a right to receive written notice. The notice must be in your native language whenever possible and it must describe what the SSS plans to do, their reasons for doing it and the data to support those reasons. At that time you will also be referred to your procedural safeguards, which will explain due process rights, mediation and fair hearing.

Right to Access and Confidentiality: You have a right to receive copies and inspect and review records during regular school hours of your child's records no later than five business days after your request. You have a right to ask that

inaccurate or misleading records be amended. If your request is not granted, you have the right to a hearing and the right to add your statement to the record. The SSS will not permit other people to see your child's records without your written permission except as outlined in Federal Regulations, Education Code and State Regulations. The SSS may only release information from the student's record where it is necessary to protect student health and safety, for financial aid determination, for school accreditation purposes, for research that does not include personal identification of the student and to schools in which the student is enrolled or intends to enroll. In addition, students who are at least 16 years old or have completed

10th grade may access their own records. (EC 49069)

Right to Informed Written Consent: You must give written consent before there can be any formal assessment, placement or removal from a special education program. You may withdraw this consent at any time.

Right to Assessment: Whenever your student is referred for an assessment, for an IEP, or for placement in or removal from a special education program, you must be given the proposed evaluation plan in writing within 15 days of the referral. Evaluation may begin only after you have given your consent. This evaluation must be free of racial, cultural and sexual discrimination and be in your child's primary language. Tests must be administered by trained professionals. After the assessment, an IEP meeting will be held.

In addition, you have the right to the following: ask for an

Educational evaluation and give or withhold consent for any proposed evaluation activity (unless in a due process hearing or in certain disciplinary actions), receive the evaluation plan in your primary language, have 15 calendar days to give or withhold consent, obtain information about an independent evaluation, present this information to the IEP team and be given a copy of the evaluation results.

Your child will be reevaluated at least every three years. Your child's eligibility for special education must be reviewed every three years to determine if evaluations are necessary in order to continue to receive special education services and to determine if there needs to be modifications in their special education program.

Rights to an Individualized Educational Program (IEP): You are an essential member of the IEP team, which also includes the teacher, a

representative of your district, an administrator, other individuals as needed and the child when appropriate. The IEP must address your child's educational goals and objectives, as well as the related services to meet your child's needs. IEP meetings must be held at least once a year. You or the school may request additional IEP meetings, which must be held within 30 days of the request. (EC 56341)

Right to Least Restrictive Environment: Your child has a right to a placement in a setting that provides access to a full continuum of services. One consideration is interaction with non-handicapped peers as appropriate to the needs of your child.

Right to a Surrogate Parent: In the absence of a parent/guardian for a disabled child, the local school district is responsible for appointing a surrogate parent.

Right to Mediation: You have the right to request mediation as an attempt to resolve disputes. If you choose not to use mediation, you have a responsibility to meet with an independent party to discuss the benefits of mediation. Information disclosed in mediation is confidential and may not be used in any subsequent hearing.

Right to Due Process: You have the right to request specific due process information and procedures from the school to resolve disputes. A due process fair hearing may be about identification as a special education student, assessment, placement or provision of a free, appropriate education. During this process you have the right to the following: review all records, be informed of all procedures, bring an attorney, present evidence, question witnesses, receive a record of the hearing findings and decision, have your child present, have the hearing open to the public, be informed of the issues and proposed resolutions, receive copies of all documents and receive a list of witnesses, have an interpreter provided, request an extension of the timelines and go to mediation at any time.

Right to Complaint: When you feel an IEP is not being fulfilled or a law is being broken, you have the right to file a written complaint with the Superintendent of your child's school, the Superintendent of State Special Schools or the State Superintendent of Public Instruction.

Rights Regarding Disciplinary Action: Regardless of the outcome of discipline proceedings, the school district must continue to provide a free, appropriate public education for your child. Students at the SSS may not be suspended or placed in an alternative educational

setting for more than 10 days in any one school year. If the total number of days of suspension exceeds 10, an IEP meeting must be held. The school is required to develop an assessment plan, or if your child has a behavior plan, the school may review and modify it. An alternative educational setting is one that allows the child to continue to participate in the general curriculum and continue the services identified on the IEP. A fair hearing officer may place your child in an interim setting if it is determined that the student is likely to cause injury to self or others and the school has made reasonable efforts to minimize the risk of harm in the current placement. The school may order a student to an alternative educational placement for up to 45 days if the student brings a weapon to school or in the case of certain drug-related activities.

The IEP team must also determine if the student's behavior is caused by the disability. If the IEP team decides that the behavior is not caused by the child's disability then the school may take disciplinary actions in the same manner as it would for a student without disabilities. If you disagree with the decision, you may ask for a due process hearing.

Right to Inspect Instructional Materials and Observe School Activities: All primary supplemental instructional materials and assessments, including textbooks, teacher's manuals, films, tapes and software, shall be compiled and stored by the classroom instructor and made available within a reasonable time frame for inspection by a parent/guardian. (EC 49091.10) A parent/guardian has the right to observe instruction and other school activities that involve his or her child in accordance with procedures determined by the school to ensure the safety of pupils and school personnel and to prevent undue interference with instruction or harassment of school personnel. Reasonable accommodation of families and guardians shall be considered by the school. Upon written request by the parent/guardian, school officials shall arrange for the parental observation of the requested class or classes or activities by that parent/guardian in a reasonable time frame and in accordance with procedures determined by the school. (EC32210; 32211;44811)

Right to Stay Put: A student enrolled in an SSS will remain in the school setting during the due process procedures unless a change is agreed upon by the school and the parent/guardian.

This is a summary of the Parental Rights document. If you need further clarification, please

contact the school for a copy of the complete Parents Rights.

Responsibilities

Parent Conduct on the School Campus:

Families, relatives and visitors are expected to conduct themselves in a respectful manner and comply with directives from school staff while visiting the school campus. Ed Code sections 44811, 32210 and 32211 state that any parent/guardian, or other person who disrupt school or extra-curricular activities or fails to leave a school building or school grounds promptly upon request of the principal or designee could be charged with a misdemeanor. The parent/guardian appeal process is included in the Ed. Code sections.

According to Ed. Code 49408, the school may require the parent/guardian of a pupil to keep current at the pupil's school of attendance, emergency information including the home address, home telephone number, business address and business telephone number of the families or guardian and the name, address and telephone number of a relative or friend who is authorized to care for the pupil in any emergency situation if the parent/guardian cannot be reached.

Notification of Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords families and students over 18 years of age ("eligible students") certain rights with respect to the student's education records.

These rights are:

(1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

Families or eligible students should submit to the CSD

Superintendent a written request that identifies the record(s) they wish to inspect. The Superintendent (or designee) will make arrangements for access and notify the parent/guardian or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent/guardian or eligible student believes are inaccurate.

Families or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the Superintendent, clearly identify the part of the record they want changed,

and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent/guardian or eligible student, the School will notify the parent/guardian or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent/guardian or student of the records request unless it states in its annual notification that it intends to forward records on request.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

RESIDENTIAL LIFE

Residential Services is responsible for the care and welfare of students whether the students are on campus or off campus after school until students go to classes in the morning.

The Supervisor of Residential Programs (SRP) or office technician are available to assist families and students during these hours. Supervising Counselors' (SC) offices are stationed at different dormitories, and their hours are varied to cover our 24 hour program. Most SCs are available from 6:30 am to 10:30 pm on Sunday and between 2:00 to 10:30 pm Monday through Thursday. Please contact your child's SC for their Hours.

Residential staff cover dorms from 4:00 – 10:30 on Sunday and between 2:00 to 10:30 Monday through Thursday. Night attendants cover dorms from 10:30 pm to 6:30 am Sunday through Thursday.

Families of day student are responsible for their children before and after school unless they arrange with their SCs to have them participate in after-school activities.

After School Programs

Counselors coordinate a variety of activities after school that are designed to keep students occupied as well as for learning experiences. The program may include scout, intramural and recreation programs in which residents can participate as they choose.

Day Students staying after school

With approval from Supervisor of Residential Programs (SRP), day student who stay after school for various activities such as athletics, high school after-school programs, organizations meetings, scout meetings or other activities must sign in at their assigned

dorm. Elementary and middle school day student must be signed out by their families when they come to pick up their child. For evening activities, day students may make arrangements to stay in the dorm by contacting the supervisor of the age appropriate dorm.

Day students who are not participating in after-school activities need to go home right after school.

Dorm study hours

Structured study hours are provided to our students in dorms. The students generally have an hour and a half of study time. All students needing more time to study can have more time as needed. Families are welcome to call dorm counselors to find out their study hours as they vary from one dorm to another.

Bedtimes

The following bedtimes have been set:

Westridge – 9:00 pm

Southridge – 10:00 pm

Northridge – 10:30 pm



Dorm Progress Reports

Families of residential students will be informed of their child's progress in the dorm and after-school activities.

Reports are in the following form:

- Under 18 – 2x per month (phone/email as needed)
- Over 18 – as needed

Dining Hall Behavior Expectations

All students are expected to behave appropriately during mealtimes.

- Hats and hoods are to be removed before sitting at the tables.

- Students are to remain seated while eating
- Student are not to pound on tables
- Students should use good manners while sitting at their tables
- Trays and eating should be cleaned up when finished eating
- Charis should be pushed in before leaving the table
- Students are not encouraged to share food
- All food is to be consumed in the dining hall

Restaurant/Fast Food Take-Outs

Students are not allowed to bring restaurant/fast food meals in the dining hall. They will need to finish their meal before returning to class. This includes take-outs or deliveries for friends or by families for their children.

Medical Emergencies in Dorm

Dorm counselors or staff members shall transport students to the local hospital in case of emergencies only after school hours. CSB does not provide transportation for routine medical appointments.

Movies and video games

For movies to be shown in the dorm, they must be rated no higher than “PG” for Westridge, and “PG13” for Southridge. Parents must notify dorm counselors in writing for acceptable rating for their child.

Missing or Stolen items in Dorm

If students or their families report missing or stolen items that happen while in the care of Residential Life, dorm staff will investigate and make a report to supervisors, families/or police. CSB is not responsible for replacing any missing/stolen items.

SCHOOL INFORMATION

Change of address or status

The school cannot impress strongly enough on families the necessity for keeping both the Transportation Office and Admission Office informed of their address, phone number, and email address changes. If families have a change in their child's information, including name, address, phone number or emergency contacts, or a change in students' status, such as their child becomes a residential or day student, withdrawal from school or any information affecting the child, families need to inform the admission office at 510-794-3800 x317, transportation office at 510-794-3800 x286 immediately.

Child Abuse Reporting

CSB staff are required to report suspected incidents of child abuse and dependent adult abuse to the designated local agencies.

Degrading and Inflammatory Statements or Behavior

Degrading and/or inflammatory statements or behaviors are not allowed. These include and acts or attempted acts to cause injury, emotional suffering, or property damage. These may include acts that demean another person's ethnicity, national origin, religious beliefs, gender, sexual orientation, age, or disability. Such behaviors are subject to disciplinary actions.

Disrupting the School environment

Interrupting and disturbing school activities, yelling, arguing, swearing, gambling, name calling, promoting a conflict or otherwise creating a situation that negatively disrupts the normal operations of CSB are unacceptable behaviors. The posting, distribution, creation or displays of materials

that are offensive is strictly prohibited. These behaviors and/or refusal to follow staff direction, disrespectful behavior toward staff and/or inappropriate language will result in disciplinary action.

District-Owned Technology

Students may use technology at CSB (for example, a laptop computer or an electronic braille note taker that has been provided by their local school district or local planning agency. Such technology is the property of the district or agency providing the equipment. CSB is not responsible for such equipment, and will implement reasonable requests from the district or agency for restrictions related to the equipment. If, for instance, a district or agency requests that the equipment remain at CSB for weekends and school holidays, the equipment will be retained on campus in a secure location.

Arrangements for repairs, replacement, etc., are subject to district or agency policy. That is, CSB will not pay for repairs to district or agency owned equipment, nor will CSB replace equipment that is lost or cannot be repaired. A district or agency may place their own requirements for distribution of such equipment (e.g., a parent may be asked to provide insurance against loss or damage), and CSB will implement such requirements as we are able to do so.

A district or agency may request an IEP meeting, a conference, or a staffing regarding student care of such equipment at any time and CSB will respond to such requests within a reasonable period of time. Student requests for changes in district or agency policies, requirements, or equipment repair or replacement must be arranged through the district or agency owning the equipment. CSB is able to assist in facilitating such requests, but it is the

responsibility of the student and his/her family to request, monitor and implement repairs and replacement.

Drug/Alcohol/Drug-Related Paraphernalia/ Firearms or Weapons

The sale, possession or use of any controlled substance, alcoholic beverage or intoxicant is strictly prohibited at CSB and is grounds for suspension and/or expulsion. Possession includes alcohol, drugs and drug related paraphernalia. Students arriving to school while under the influence will be suspended. Definitions of controlled substances and drug-related paraphernalia are located in Chapter 2 of Division 10 of the California Health and Safety Code, and Section 11014.5 of the California Health and Safety Code respectively. In addition to school disciplinary actions, the local law enforcement agency will be contacted. No guns, knives, or other weapons are allowed on campus. If such items are found, strict disciplinary action will be taken. The student may be suspended and may also be expelled from school.

Family Life Education

The Education Code requires that families be notified in advance of any course in which family life education is to be discussed. CSB offers family life education at different times throughout the academic year to all students. Parental permission or denial for every student is needed before teachers discuss the topics associated with family life.

Homework

All CSB students who are in functional/academics classes, mainstream classes, transition classes, and GED classes will have daily homework Monday - Thursday. Study areas are set up in each dormitory with brailers, CCTVs, and adaptive computers. There are designated study times in each dormitory. Classroom

teachers will provide daily homework for students. Suggested amount of homework:

- Elementary 15 – 45 minutes daily
- Middle School 30 – 60 minutes daily
- High School 60 – 90 minutes daily
- Post High School 30 – 60 minutes daily

Instructional Materials and Equipment

CSB furnishes instructional materials and equipment (including, but not limited to, electronic devices, chargers, CD's and players) to students. Because of their costs and extended use, they must be properly used and safeguarded. Any damage to books or equipment will result in fines to the student whom the materials were checked out. Student who use braille note takers are responsible for the replacement cost of the device if lost, stolen or damaged.

Fines for lost or damaged books or equipment to school property must be paid prior to the start of a new semester. Parents will be notified of outstanding charges.

Laundry

Families of residential students should plan to send enough clothing to last throughout the school week. Because of safety issues involved in carrying luggage and supervising students in the airport, students who fly home each weekend will launder their soiled laundry each week in the dorms. Please clearly label all garments. We cannot be responsible for misplaced items.

Parents of younger student or students with medical issues should consider sending a change of clothing daily.

Personal Items

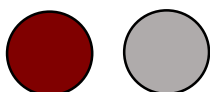
CSB does not assume financial responsibility for lost, damaged, or stolen personal belongings.

Physical Abuse

Physical abuse to threat of such abuse of a CSB staff member or student is prohibited and is grounds for disciplinary action and may involve suspension and/or expulsion. In most cases, the local law enforcement agency will be contacted.

School Colors

Burgundy and Gray



School Mascot

Cheetah



School Pictures

The school schedules one day for a professional photographer to be on campus for student school photos. Picture day normally takes place during the first month of school. Each student received a packet to bring home that contains a price list for various package selections as well as the date for the upcoming picture day. Students must give their package selection along with payment in the envelope to the photographer at the session. If the student or families find the picture to be unsatisfactory, the entire package must be returned to the office uncut and unaltered in any way. A makeup date will be announced, usually a few weeks after the pictures are distributed. Please note that since a professional photographer on contract handles photography session and photography development, the school assumes no responsibility for students' school pictures.

Student Equipment

CSB students may check out adaptive equipment from the library, computer lab, Orientation and Mobility office, or the Braille classroom during the school year. The student is responsible for the care and safety of the equipment. If the piece of equipment is lost or broken, the student and

his/her family are responsible for its repair or replacement.

Students who misuse equipment will not be issued equipment.

Student Fund Raising

Individual fund raising by students without permission from a school principal or the Director of Residential Programs is prohibited. Only school sanctioned fund raisers will be allowed. Student groups (clubs or classes) must obtain permission before a fund raiser can begin. Fund raisers are organized to support school-wide activities, not individual student purposes.

Student Identification Card

Replacement for a damaged, stolen or lost ID card will be \$5.00. Cash only will be accepted. Contact the Business Services Department for a replacement card.

Student Records

Official student records are maintained in the Education Office. Student records are confidential and for educational purposes only. Parents of minor students have access to these records by contacting the custodian of records, who is the Director of Student Information Services. Records of students under 18 will not be forwarded to any individual or agency without the signed consent of the parent except as permitted by the education code. For student 18 years and older, student signature is required.

The California School for the Blind is participating with the mandated California Longitudinal Pupil Achievement Data System (CALPADS), the electronic transfer of student data for state reporting to the California Department of Education and to district and/or public postsecondary institutions to which the student transferring or applying for admission. All data maintained by CALPADS is in compliance with the federal and state privacy and

confidentiality requirements. Student information is encoded such that no personally identifiable information is available to the public.

Parents have the right to inspect student information maintained by the CALPADS program. Contact Annie Foyle, Staff Services Analyst at extension 317 to initiate this procedure.

Student Searches

The school has the right to search student's personal belongings when it is necessary to protect life, well-being and/or property.

Dorm searches will be conducted by the Supervisor of Residential

Programs/designees with at least one other staff member present. School officials will impound stolen items or items forbidden on school grounds and may use them as evidence. Students must submit to interrogations when school officials have reasonable cause to believe that they are involved in activities that violate school rules or state/local laws.

Student Suggestions/Complaints

Students are guaranteed avenues through which they may channel suggestions and/or complaints concerning CSB rules and regulations. Students are expected to voice their opinions in a courteous and respectful manner. A Student Suggestion Box is located in the Library. Suggestions or complaints may be written or verbalized, initiated individually or by a group of students and addressed to Student Council or through the established procedure detailed below:

- Discuss with teacher or counselor
- Discuss with Supervising Counselor
- Discuss with Director of Education or Transition, Supervisor of Residential Programs

- Discuss with Superintendent

A form which may be used by student is attached to this summary.

(See Appendix D)

Study Hall

A daily study hall is available to students Monday - Thursday. Students in the mainstream and middle school prep program are required to attend study hall for the first quarter of the school year. Those students who achieve and maintain a 2.50 GPA can choose to not attend study hall after the first academic quarter (after receipt of first quarter report card).

Study hall is a support to help students to complete assigned work and projects. Schoolwork is the priority. If students choose to participate in clubs and special activities (dances, special trips, etc.), they must maintain a 2.50 GPA in all classes at CSB and at their Fremont Unified School District site.

Tobacco

Use of tobacco products includes smoking, chewing, and/or dipping tobacco. CSB prohibits student use of tobacco products on campus or during school activities. Violation of this policy will result in disciplinary action.



Vandalism

Students who damage school property will be subject to disciplinary action. Students and their parents will be responsible for purposeful damage to school property. This responsibility applies to books, supplies, equipment, building and grounds.

Visitors/Parents conduct on campus

Parents, relatives and visitors are expected to conduct themselves in a respectful manner and comply with directives from school staff while visiting the school campus.

Ed Code 32210-12 and 44810-11, states that any parent, guardian or other person who disrupts school or extracurricular activities or fails to leave a school building or school grounds promptly upon request of the Superintendent or designee could be charged with a misdemeanor. If warranted, the school shall contact police. Anyone who causes a disturbance or exhibits disorderly conduct is subject to prosecution in accordance with law. The appeal process is included in the Ed Code sections.

Website

CSB maintains a school website at www.csb-cde.ca.gov. It contains school schedule, activity calendar, events, cafeteria menus, handbook, and other important information.

SEXUAL HARASSMENT POLICY

WHAT IS SEXUAL HARASSMENT?

- Sexual harassment is conduct that is sexual in nature; is unwelcome, is unwelcome, and denies or limits a student's ability to participate in or benefit from a school's education program.
- Sexual harassment can take different forms depending on the harasser and the nature of the harassment. The conduct can be carried out by school employees, the students, and non-employee third parties, such as a visiting speaker. Both male and female students, student family member and acquaintances can be victims of sexual harassment and the harasser and the victim can be of the same sex.
- The conduct can occur in any school program or activity and can take place in school facilities, on a school bus, or at other off-campus locations, such as a school-sponsored field trip or a training program at another location. The conduct can be verbal, nonverbal or physical.
- The judgment and common sense of teacher and school administrators are very important elements in determining whether sexual harassment has occurred and in determining an appropriate response, especially when dealing with young children.

REPORTING

- If a student believes he or she has been sexually harassed, they should consider speaking with their

classroom school psychologist. The students may choose to contact any other school employee they trust.

- Sexual harassment often occurs when only the harasser and his/her "victim" are present. However, if an individual is present when sexual harassment takes place, even though he or she is not the object of harassment, he or she may file a complaint as a third party.
- The school will take all reasonable steps to investigate, and will respond to the complaint in a manner consistent with a request for confidentiality from a student. If a student insists that his or her name not be disclosed to the harasser the school's ability to respond may be limited. In response to results from the investigation, the school must also consider its responsibility to provide a safe and nondiscriminatory environment for all students.

The school must weigh the confidentiality request against the following factors:

1. Seriousness of the alleged harassment
 2. Age of the harassed student; and
 3. Other complaints that the same individual has harassed others.
- Regardless of whether the victim files a formal complaint or requests action, the school must conduct a prompt, impartial, and thorough investigation to determine what happened and must take appropriate steps to resolve the situation.
 - Any investigation of sexual harassment shall be led by the CSB discipline committee. When on student lives in the dorms, a residential services administrator (or

appointee) familiar with the student(s) will be involved in the investigation.

- It is recommended that the committee meet prior to interviewing students to discuss who should be contacted, how the investigation will process, and what questions need to be asked/answered.
- This team should also consider whether it is necessary for school to take interim measures during the investigation of a complaint, including suspension or legal actions.
- Each investigation should be considered unique and procedures, consequences, and information dissemination should be determined based on the individual merits of the case.

U.S Department of Education, Office for Civil Rights, Sexual Harassment: It's Not Academic, Washington, D.C. 20018. Retrieved from

<http://www2.ed.gov/about/offices/list/ocr/docs/ocrshpam.pdf>

SOCIAL MEDIA POLICY

PURPOSE:

The California State School for the Blind (CSB) recognizes that employees and students participate in the use of social media networking tools such as Facebook, MySpace, LinkedIn, Flickr, Blogspot, YouTube, Twitter, etc. The creators of these systems and tools have incentives to design their systems so that users are encouraged to reveal as much information about themselves and their friends as possible. Thus, users share personal information such as photos, interests, contact information and their whereabouts. These powerful communication tools can have significant impacts on organizational and professional reputations. Because the systems can blur the line between “personal voice” and “professional voice”, CSB has crafted this policy to help clarify the potential consequences of social media use as it relates to the workplace and to provide guidelines as to how employees and students of CSB can protect their and the agency’s professional reputation. This clarification and guidance is especially important as every employee of CSB is a mandated reporter, responsible for ensuring the highest possible level of protection for students.

POLICY:

Protect confidential and proprietary information: Do not post confidential or proprietary information about the agency, personnel, students or their families on social media networks. Employees are expected to adhere to all federal and state requirements regarding FERPA and HIPAA; as well as, all applicable agency privacy and confidentiality policies. Employees who share confidential information will be disciplined up to and including dismissal from employment. Employees are reminded that sharing

personal information with students by any means is unprofessional, not only through “postings,” but through conversation, gossip and discussions that may be overheard by students and fellow staff members.

Social media use: Social media use for business purposes is not permitted at this time. Employees are not permitted to “friend” or engage in any way with students’ personal social media network accounts or to participate in personal cell phone texting with students unless pre-approved by the Superintendent. Employees who violate this directive will be subject to discipline in accordance with the Department of Education Administrative Manual (“DEAM.”)

Personal online activity and connection to the agency: Employee’s personal social-networking sites should remain personal in nature and should not be used for work-related purposes. Users of social media sites should take into consideration the lack of anonymity and exercise sound judgment. Use should reflect positively on the work place. Students are discouraged from posting personal information on such sites, and generally staff works with students to assure appropriate use of media. However, staff cannot monitor all students all the time, and serious misuse of social media by students may lead to disciplinary action...

Users of social media sites should consider whether usage may impact work performance, state time, workplace morale, student privacy, or overtime issues.

Failure to abide by this policy may result in loss of any social networking privileges and may also result in disciplinary action, up to and including dismissal in accordance with the Department of Education Administrative Manual (“DEAM.”)

STUDENT HEALTH UNIT (SHU)

The role of the Student Health Unit (SHU) is:

- Dispensing of medication.
- Providing minor first aid.
- Screening for referrals to school physician and/or outside specialists or for other medical care.
- Monitoring of medical conditions.
- Temporary care for students who are ill.
- Maintenance of school medical records.
- Communication with families, school and/or dorm staff.

The Student Health Unit is not:

- A substitute for the family physician. Students should not be sent back to school when they are sick so they may “see the doctor.” The school physician visits only one time a week.
- A long-term care facility. Students who are sick will be sent home.

Parent/Guardian Responsibilities for New Student:

- Current phone numbers, email and texting addresses (home, work and emergency) (EC 49408)
- Completed medical forms
- Completed physical exam - **required** (EC 49450-6)
- Insurance/medical information
- Consent forms signed - **required** (Signed by student if over 18 years of age)
- Current immunizations - **required** (EC 482116)
- Written instructions regarding ongoing medications

Returning Students:

- Current phone numbers, email and texting addresses (home, work and emergency)
- Complete physical exam for students entering elementary, middle school or high school

Throughout the School Year:

- **Keep your child home when ill**

- Pick up your child as soon as possible when requested to do so by Student Health Staff.
- When students are returning with medicine, send form completed by your family doctor or present a pharmacy bottle with a current label within 30 days.
- When students are returning from a hospital visit, please send a form from your family doctor with instructions for treatment and a release to return to school.

Medications in Dorms

All medications **MUST** be brought to the Student Health Unit when students arrive at school. Students are **NOT** allowed to have any medications in the dorm, including over-the-counter medications.

Student Identification Card (ID)

Students are required to show their student ID to nurses in order to receive medicine or treatment.

High School Students

For high school students, on a case-by-case basis, the student may be permitted to keep an inhaler or certain topical creams in the dorm. If a parent/guardian wants this to be considered for their child, the parent/guardian needs to request a form from the SHU. The form needs to be signed by the child's doctor, parent/guardian and the nursing supervisor. (EC 49423; 49423.1)

Minors and Confidentiality Rights

There are laws in the California Education Code related to the medical treatment and confidentiality rights of minors.

Contact the SHU Supervisor or the PPS Supervisor for more information about this, or check the California Education Code website. (EC 4601.1)

STUDENT ORGANIZATIONS

Clubs

CSB provides many different types of clubs for interested students. Joining a club is an excellent way to explore new ideas and provide services to the school. Clubs organize fund-raisers, take field trips and provide many exciting and interesting programs throughout the school year. Each club is supervised by CSB staff. Information about existing clubs or starting a new one may be obtained from the Supervisors of Residential Programs.

Athletics

CSB provides opportunities for students to train and compete in a variety of events. Students may participate in organized competitions annually. CSB staff provide on-going training and coaching at events. As athletes, students have the responsibility to themselves, their coach and the school for exemplary conduct both in and outside of school. Students failing to demonstrate good citizenship may not be allowed to participate in training, activities and/or events. Students who check out athletic equipment accept financial responsibility for lost or damaged items. For more information about athletic participation contact the Supervisors of Residential Programs.

Fine and Performing Arts

CSB offers a variety of classes in the fine and performing arts areas. Student artwork is displayed annually. Instrumental and vocal music performances are scheduled annually. For more information about participating in fine arts and/or music classes contact the Director of Education.

Cub/boy scouts

Joining the Scouts is an excellent way to develop leadership skills and to participate in

this national organization. The Boy Scouts of America has provided CSB with a troop and adult leadership for many years, and all students (male and female) are encouraged to participate. Contact the Supervisors of Residential Programs for more information.

Music

CSB has several performing groups. Out music teacher will place students into these groups according to ability and interest level. Performing groups include CSB singers, Glee Club, Mission Ensemble, CSB Percussion Group and CSB Jazz Ensemble.

Student Council

CSB's Student Council is composed of elected students of junior high and high school age. The purpose of the council is to address the needs, concerns, and ideas of all students. Participation on Student Council:

- Provides a channel for student expression in the development of school policies and regulations
- Encourages students to exercise responsible decision-making skills
- Promotes effective student/staff/administration relationships
- Promotes citizenship by providing experiences in the process of democracy
- Develops leadership skills

Students must maintain a 2.50 GPA to hold an office on the Student Council.

TECHNOLOGY USE/CELL PHONE USE POLICY

A **mobile device** is a generic term used to describe a device capable of accessing, transmitting, storing, or receiving data. This may include, but is not limited to smartphones, tablets and PDAs.

On-Campus Guidelines:

With parent/guardian permission, all students will be allowed to bring mobile devices onto campus. Students and families must be aware that CSB does not take responsibility for phone bills, loss, or damage to phones.

Terms of Use

During the school day, mobile devices may be used during non-instructional times, specifically limited to:

- A. Break (10:15am – 10:35am)
- B. Lunch (12:10pm-12:50pm)

During the school day, mobile devices are prohibited during instructional times. Instructional times are considered the hours which are not break or lunch.

- A. 8:30am – 10:10am
- B. 10:40am – 12:05pm
- C. 12:55pm-3:05pm

If a student is currently involved in a disciplinary action (i.e. suspension, detention, excused from classroom) permission to use the phone during non-instructional times must be obtained by the teacher or administrator.

Phone and message alerts are to be turned off during instructional times. Texting during class time is also prohibited.

Approved Uses On-Campus

Appropriate uses of mobile devices during the school day include:

- A. Utilities functions in classroom (i.e. time, calendar, alarm)
- B. Approved technology (i.e. magnification, looking up information, auditory reminders)

Students who rely on their mobile device in the classroom should have back up technology plans.

Prohibited uses On-Campus

The use of mobile devices is prohibited during the instructional school day for the purposes of:

- A. Answering or placing phone calls
- B. Taking or sending personal pictures
- C. Photographing, videotaping, or voice recording students and/or staff
- D. Reading, writing, or responding to:
 - a. Text messages
 - b. Emails
 - c. Social media sites
 - d. Charging the device in classroom (unless permission is granted from homeroom teacher)

Students may not use their mobile devices when walking to and/or from:

- A. Classrooms
- B. Cafeteria
- C. Dorms
- D. Bus stop

Upon arrival to the cafeteria or dormitory the phones may be used (Phones may be used outside the dining hall after eating)

Approved Uses Off-Campus

A cellphone can be an important safety device when traveling off campus.

Appropriate uses, while off-campus during the school day, include:

- A. O&M lessons
- B. Off-campus (APE) trips
- C. Classroom field trips
- D. Emergency purposes (i.e. contacting CSB staff contacting 911)

Exception Plan

If there is an urgent situation, a student (or parent of a minor) may ask to speak with the homeroom teacher to discuss an exception plan. An exception plan is intended for short-term use if there is an urgent or family matter. In such instances, the following exceptions may be considered:

- A. Permission to place or receive a phone call
- B. Permission to check a message
- C. Ringer or message alert may be on
- D. Charging the mobile device in the homeroom classroom

Violation of Mobile Device Policy

If a student is observed violating the above procedure during the school day, the mobile device will be confiscated.

1st offense:

Teacher confiscates the phone and returns it at the end of the day

2nd offense:

Student bring the mobile device to the principal's office, the device is held for 24 hours and guardian contacted (please note that off campus trips requiring a cell phone will have to be rescheduled.)

3rd offense:

Student brings the mobile device to principal's office. The device is held for a full

week. The parent/guardian is contacted again. (Please note that off campus trips requiring a cell phone will have to be rescheduled.)

4th offense:

Student brings the mobile device to the principal's office. The parent/guardian is contacted again. Student is referred to the Discipline Committee and the phone is held until that meeting occurs.

Residential Guidelines

With parent/guardian permission, all students will be allowed to bring mobile devices onto campus. Students and families must be aware that CSB does not take responsibility for phone bills, loss, or damage to the phones.

Students should not use their cell phones during organized activities or in any manner that conflicts with their participation in dormitory activities or responsibilities.

Dorm Specific Guidelines

Northridge: Students will be allowed to use the cell phones after school during times that do not conflict with their participation in organized activities or dormitory responsibilities.

Southridge: Students will be allowed to use the cell phones after school during times that do not conflict with their participation in organized activities or dormitory responsibilities.

Westridge: Parents/guardians of Westridge students may ask that the cell phone be kept by staff and issued to the students for calls home or off-campus travel.

Computer Games

1. Computer games may be used in the computer lab during after-school computer club.

2. Students may bring their own computers to the dorms with the understanding that they and their families are responsible for them. CSB will not replace any missing or damaged computer parts.
3. Computer/video games can be played in the dorms with the following stipulations.
 - Grade point average must be 2.50 or above
 - Daily homework must be complete
 - Rules of the dorm must be followed
 - No student is allowed to use another student's computer without permission from both the student who owns the computer and the dorm counselor
 - Computer/video games that simulate blood, killing, or violence must have written parent/guardian permission and must be approved by the adult supervisor
 - If the computer policy is not followed, usage will be restricted for 2 - 5 days.

Internet use in the computer lab is for schoolwork. Students may read e-mail during free time.

Students may download "shareware" games from the Internet during free time.

If a student creates a virus, downloads inappropriate materials, or violates any of the above rules, computer privileges will be relinquished for one semester.

TRANSPORTATION

CSB provides transportation to and from school for residential students, following the school calendar. Charter buses pick up and deliver students at designated stops and times throughout Northern

California. Students who reside in Southern California or in other cities where our buses do not travel will travel by airplane. Local students are transported by district day buses. Schedules are mailed home to all families before each school year starts. Special schedules for early dismissal days are also included. Additional schedules can be obtained from the Transportation Office.

Office Hours

Monday – Thursday: 6:30am – 2:30pm

Friday: 6:30am – 6:45pm

Sunday: 10:30am – 8:00pm



Changes in Transportation plans

Families must notify the Transportation Office of any changes in transportation at least **two weeks** in advance with written permission (either note or email) from both the visiting student and welcoming students' parents/guardian.

Address or contact information changes

In order to ensure that all students are traveling on correct transportation, it is crucial that the transportation office have the current parent/guardian's address and contact information and for emergencies.

Transportation of day students

Day student transportation is set up by their district of attendance. CSB transportation office will supply the district with a bell schedule and driving directions.

School Holidays

A few transportation days for residential students fall on holidays. Be sure to keep a copy of the transportation calendar for reference.

Sunday meals

CSB does not provide dinner for students upon arrival to CSB on Sunday evenings. Please be sure to provide dinner and or snacks for your child prior to returning to school on Sundays.

Student Behavior

All students that are provided transportation by CSB are expected to display appropriate behavior while being transported be it by day bus, charter bus or airplane. Students will be given a warning if behavior is an issue. A Transportation IEP may be necessary for students who cannot comply with CSB transportation rules.



Parent's Travel Expense Claim

Claimant's Name				Student's Name			
Residence Address				City		State/Zip	
Home Phone Number:				Day Phone Number:			
Mileage							
For Period:							
Total Round Trip Miles from residence to bus pick-up point/airport	x	Total number of Round Trips made from residence to bus pickup point/airport	=	Total	@0.575 per mile	=	Total
	x		=	0	x 0.575	=	
Total Round Trip Miles from residence to CSB	x	Total number of Round Trips made from residence to CSB	=	Total	@ 0.575 per mile	=	Total
	x		=	0	x0.575	=	
Other Expenses - (i.e. bridge tolls)							
Total amount owed to claimant							
I hereby certify that the above is a true statement of travel expenses incurred by me in accordance with the State of California Legislation Chapter 1249/77, Senate Bill No. 871							
Claimant's Signature:				Date:			
Detail				Approval			
A= Airport, B- Bus Pickup, C= CSB, O= Other For each time you assisted in your child's travel, to or from school, indicate the date and the travel you provided for your child in the boxes below.				Send To: California School for the Blind 500 Walnut Avenue Fremont, CA 94536 Attn: Transportation Coordinator			
Date(s) mm/dd/yy	Students to CSB	Students From CSB	Total A B C O	Verified Attendance Records			
				Signature of Transportation Coordinator:			
				DATE:			
				Signature of Business Manager: P: 4151 I: 0545 O: 295.01			
				DATE: DOC #: PT			
				Agency Accounting Office Use Only			
				Paid by Revolving Fund Check Number			
				DATE:			

California School for the Blind
TRANSPORTATION AGREEMENT

Student's Name: _____

Parents'/ Guardians' Names: _____

Residence Address: _____

City: _____ **Zip:** _____

Telephone: (Home) _____ **(Work)** _____

Miles from Residence to California School for the Blind (round trip) _____ **miles**

Bridge Tolls en route \$ _____

Miles from Residence to (enter applicable section only)

Airport (specify) _____ **miles**

Bus Pick Up Point (specify) _____ **miles**

Other (specify) _____ **miles**

In accordance with the requirements of the California Education Code that student transportation be provided by the most practical means possible, the above named student shall be transported between his/her residence and the California School for the Blind as follows:

Parent/Guardian Signature: _____ **Date:** _____

CSB Representative Signature: _____ **Date:** _____

Original to CSB Transportation Office, Copies to Parents/Guardians and Accounting Office

Transportation Calendar

HOMEGOING

FRIDAY	AUGUST	28	
FRIDAY	SEPTEMBER	4	
FRIDAY	SEPTEMBER	11	
FRIDAY	SEPTEMBER	18	STUDENTS DISMISSED @ 12:30 EARLY DISMISSAL SCHEDULE
FRIDAY	SEPTEMBER	25	
THURSDAY	OCTOBER	1	REGULAR DISMISSAL @ 1:45 USE REGULAR FRIDAY SCHEDULE
FRIDAY	OCTOBER	9	
FRIDAY	OCTOBER	16	
FRIDAY	OCTOBER	23	
FRIDAY	OCTOBER	30	STUDENTS DISMISSED @ 12:30 EARLY DISMISSAL SCHEDULE
FRIDAY	NOVEMBER	6	
FRIDAY	NOVEMBER	13	
FRIDAY	NOVEMBER	20	BEGIN THANKSGIVING BREAK USE REGULAR FRIDAY SCHEDULE
FRIDAY	DECEMBER	4	STUDENTS DISMISSED @ 12:30 EARLY DISMISSAL SCHEDULE
FRIDAY	DECEMBER	11	
THURSDAY	DECEMBER	17	FLYERS GO HOME
FRIDAY	DECEMBER	18	BEGIN WINTER BREAK REGULAR DISMISSAL @ 1:45
FRIDAY	JANUARY	8	
FRIDAY	JANUARY	15	
FRIDAY	JANUARY	22	
FRIDAY	JANUARY	29	STUDENTS DISMISSED @ 12:30

RETURN TO CSB

			ORIENTATION DAY/ PARENTS TRANSPORT STUDENTS
MONDAY	AUGUST	24	
SUNDAY	AUGUST	30	
MONDAY	SEPTEMBER	7	LABOR DAY/ USE SUN SCHEDULE
SUNDAY	SEPTEMBER	13	
SUNDAY	SEPTEMBER	20	
SUNDAY	SEPTEMBER	27	
SUNDAY	OCTOBER	4	
MONDAY	OCTOBER	12	SCHOOL HOLIDAY USE SUNDAY SCHEDULE
SUNDAY	OCTOBER	18	
SUNDAY	OCTOBER	25	
SUNDAY	NOVEMBER	1	
SUNDAY	NOVEMBER	8	
SUNDAY	NOVEMBER	15	
SUNDAY	NOVEMBER	29	RETURN- THANKSGIVING BREAK USE SUNDAY SCHEDULE
SUNDAY	DECEMBER	6	
SUNDAY	DECEMBER	13	
SUNDAY	JANUARY	3	RETURN FROM WINTER BREAK USE SUNDAY SCHEDULE
SUNDAY	JANUARY	10	
MONDAY	JANUARY	18	MLK HOLIDAY USE SUNDAY SCHEDULE
SUNDAY	JANUARY	24	
SUNDAY	JANUARY	31	

FRIDAY	FEBRUARY	5		SUNDAY	FEBRUARY	7	
THURSDAY	FEBRUARY	11	REGULAR DISMISSAL @ 1:45 USE REGULAR FRIDAY SCHEDULE	MONDAY	FEBRUARY	15	PRESIDENT'S DAY USE SUNDAY SCHEDULE
FRIDAY	FEBRUARY	19		SUNDAY	FEBRUARY	21	
FRIDAY	FEBRUARY	26		SUNDAY	FEBRUARY	28	
THURSDAY	MARCH	3	REGULAR DISMISSAL @ 1:45 USE REGULAR FRIDAY SCHEDULE	SUNDAY	MARCH	6	
FRIDAY	MARCH	11	STUDENTS DISMISSED @ 12:30 EARLY DISMISSAL SCHEDULE	SUNDAY	MARCH	13	
FRIDAY	MARCH	18		SUNDAY	MARCH	20	
FRIDAY	MARCH	25	BEGIN SPRING BREAK USE REGULAR FRIDAY SCHEDULE	SUNDAY	APRIL	3	RETURN FROM SPRING BREAK USE SUNDAY SCHEDULE
FRIDAY	APRIL	8		SUNDAY	APRIL	10	
FRIDAY	APRIL	15		SUNDAY	APRIL	17	
FRIDAY	APRIL	22	STUDENTS DISMISSED @ 12:30 EARLY DISMISSAL SCHEDULE	SUNDAY	APRIL	24	
FRIDAY	APRIL	29		SUNDAY	MAY	1	
FRIDAY	MAY	6		SUNDAY	MAY	8	
FRIDAY	MAY	13		SUNDAY	MAY	15	
FRIDAY	MAY	20		SUNDAY	MAY	22	
THURSDAY	MAY	26	REGULAR DISMISSAL @ 1:45 USE REGULAR FRIDAY SCHEDULE	MONDAY	MAY	30	MEMORIAL DAY USE SUNDAY SCHEDULE
FRIDAY	JUNE	3	LAST DAY OF SCHOOL PARENTS TRANSPORT STUDENTS				

FRIDAY, JUNE 3RD, LAST DAY OF SCHOOL SCHEDULE

RESIDENTIAL STUDENTS ARE PICKED UP BY PARENTS AT 12:30 EXCEPT FOR FLYERS

FLYERS WILL FLY HOME ON REGULAR FRIDAY SCHEDULE

DAY STUDENTS WILL DEPART AT 12:30 ON NORMAL DAY BUS

TRANSPORTATION SERVICES

YELLOW	First and last day of school / Parent Transport unless otherwise noted
PINK	Early Dismissal/ Use Early Dismissal Schedule
GREEN	Holidays or non-Friday Dismissals/ Use Regular Dismissal Schedule
BLUE	Flyers dismissed

Day Student Transportation Calendar

California School for the Blind Day Student Transportation Calendar 2015-2016

Monday	August	24	First day of school / <u>Parents</u> required to bring in students for Registration.
Monday	September	7	NO SCHOOL - Labor Day Holiday
Tuesday	September	8	Classes Resume - School IN session
Friday	September	18	Early Dismissal - Students dismissed at 12:30
Thursday	October	1	Students dismissed on Friday schedule at 1:45
Friday	October	2	NO SCHOOL - School Holiday
Monday	October	12	NO SCHOOL - School Holiday
Tuesday	October	13	Classes Resume - School IN session
Friday	October	30	Early Dismissal - Students dismissed at 12:30
Mon-Fri	November	23-27	NO SCHOOL - Thanksgiving Break
Monday	November	30	Classes Resume - School IN session
Friday	December	4	Early Dismissal - Students dismissed at 12:30
Mon - Fri	Dec- Jan	21-1	NO SCHOOL - Winter Break
Monday	January	4	Classes Resume - School IN session
Monday	January	18	NO SCHOOL - MLK HOLIDAY
Tuesday	January	19	Classes Resume - School IN session
Friday	January	29	Early Dismissal - Students dismissed at 12:30
Thursday	February	11	Students dismissed on Friday schedule at 1:45
Friday	February	12	NO SCHOOL
Monday	February	15	NO SCHOOL - President's Day Holiday
Tuesday	February	16	Classes Resume - School IN session
Thursday	March	3	Students dismissed on Friday schedule at 1:45
Friday	March	4	NO SCHOOL - School Holiday
Friday	March	11	Early Dismissal - Students dismissed at 12:30
Mon - Fri	March-April	27-1	NO SCHOOL - Spring Break
Monday	April	4	Classes Resume - School IN session
Friday	April	22	Early Dismissal - Students dismissed at 12:30
Thursday	May	26	Students dismissed on Friday schedule at 1:45

Friday	May	27	NO SCHOOL - School Holiday
Monday	May	30	No SCHOOL - Memorial Day
Tuesday	May	31	Classes Resume - School IN session
Friday	June	3	<u>Last Day of School - Day Students must be picked up at 12:30 by their regular day bus transportation</u>

Appendix A

Discipline Policy

Discipline based on the belief of the worth and dignity of each individual student is a positive form of guidance rather than a punishment. In all cases, discipline of a student shall be appropriate for the student, in view of the seriousness of the offense, its potential effect upon other students and the facts and circumstances existing at the time of the offense. In no event shall any type of discipline be imposed which holds a student up to ridicule or scorn. Discipline shall not be administered maliciously for the purpose of revenge. Staff may not administer corporal punishment.

Staff will administer discipline at CSB within established guidelines in order to maintain a safe learning environment. Students will:

- Have the opportunity to know school rules
- Be informed of possible penalties for infractions
- Be informed of the nature of the infraction
- Have the opportunity to present his or her side of the situation
- Have the right to an appeal

Consequences of behavioral infractions may include conferences/counseling, detention, in-school suspension, disciplinary probation, police report, financial restitution, referral to an outside agency, suspension, referral/transfer to another school, referral for expulsion, and/or other alternatives appropriate to the infraction. Parents will be informed of any disciplinary action.

Detention

A student who is assigned to detention will work quietly in the designated area. Staff are authorized to hold detention before school, after school, at recess, and at lunchtime. Students are expected to be on time and to follow the rules of detention.

Staff Imposed Detention

A student who is suspended from a teacher's class will report to the Director of Education or Transition. A student suspended from a dormitory activity will report to the Supervising Counselor.

In-School Suspension

A student who is assigned in-school suspension will report to the assigned room to complete productive learning activities including class work under staff supervision. Although students receive credit for completed work, their actions and privileges are greatly restricted.

Disciplinary Probation

A student may be placed on Disciplinary Probation by the Principal if she/he has shown a pattern of rule infractions or if the student has had one or more serious rule violations that have resulted in suspension. Disciplinary Probation will last 20 days. During that time the student will not be

allowed to participate in any extracurricular activities including dances, athletic events and performing arts events. Orientation and mobility license privileges will be suspended.

Suspension

A student who is suspended is removed from attendance, including residential services. The duration of the suspension will be 5 days or less. A student may be suspended for more than five consecutive days if he/she is a danger to himself/herself or others. Suspensions are considered unexcused absences. Individual teachers may allow the student to make up assignments or tests missed. A suspended student may not enter the school grounds, loiter around the school or participate in any school activities. (California Education Code §§ 48900 et seq. guide the principles of suspension and expulsion at CSB.)

Grounds for suspension are outlined in the CSB Suspension/Expulsion Policy and are in compliance with the California Education Code. Copies of the policy are available for review. Home/school transportation of any suspended student is the responsibility of the parent.

Expulsion

A student who is expelled is removed from the immediate supervision and control of CSB personnel. Expelled students will not have the privilege of attending CSB for up to one calendar year. Transportation home of any expelled student is the responsibility of the parent. (California Education Code §§ 48900 et seq. guide the principles of suspension and expulsion at CSB. A special education student may not be expelled without a manifestation determination hearing.)

Appendix B

School Rules

1. Respect each student's belongings and space.
2. Arrive at class on time at the beginning of the school day, after recess, and after lunch break.
3. Students may not use cellphones, iPods or radios, or pagers in class.
4. Cellphone, iPods and radios can only be used during break time.
5. Drugs, alcohol, tobacco, and firearms/weapons are not permitted or tolerated on campus.
6. Students will follow the school dress code.
7. Students must maintain a 2.50 grade point average to participate in extracurricular activities (athletic teams, cheerleading, Student Council, Space Camp, and Close-Up).
8. Students are not allowed to swear or use profane language to one another or to teachers and other staff members.
9. Students are expected to care for instructional materials, books, and equipment. Students will be responsible for replacement of equipment if damaged.
10. Students will adhere to the schedules of the dining hall, library, music building, and gymnasium.



Appendix C

Nighttime and Campus Safety

CSB makes every effort to monitor student location and activity throughout the school day, and is implementing additional procedures to assure nighttime safety for all students, as follows:

DORMS:

Throughout the night, CSB's night attendants will conduct walkthroughs each 30 minutes for each wing of the dorm, and will electronically report student presence with each walkthrough. If a student is absent for a bed check, emergency procedures for searching for, attempting to locate and reporting a missing student will be implemented immediately.

ONCAMPUS STUDENT DORMS

Bed checks will be performed by night attendants every half hour to ensure student safety.

ONCAMPUS STUDENT APARTMENTS:

Each door and window in the student apartments will be alarmed, so that in the event a door or window is opened during the night, an emergency notice will be forwarded to campus security, the night supervisor and night attendants.

CSB regularly conducts fire drills, lock down drills, and earthquake response drills to assure proper staff and student responses to emergencies. For further information, please contact: Sharon Sacks, Superintendent at 510-794-3800 x.201



Appendix D
Student Complaint/Suggestion Form

Name:

I want to make:

- 1) A complaint
- 2) A recommendation
- 3) A suggestion



My complaint/recommendation/suggestion is:

Date:

Appendix E

Discipline Tree: Bullying Reports

- An observation of bullying behavior by staff shall be reported immediately to the staff supervisor, and reporting staff will complete a Three A's Report (Copy attached) and provide it to the administrator.
- A report of bullying behavior by a student shall be recorded as on a Three A's Report, and provided to the program administrator.
- The administrator will review the report with the Discipline Committee, who will determine the appropriate response, which will generally consist of a referral to the Peer Mediation Group or a referral for disciplinary action by the committee.

Three A's Report is reviewed by the Discipline Committee within 24 hours of receiving the report.

Non-Disciplinary



If a simple disagreement between students, refer to Peer Mediation Group

Disciplinary



If serious or violates Ed Code, Discipline Committee acts in accordance with Discipline Policy